

حمل الآن

مجاناً وحصرياً

المراجعة رقم (1)

اختبار شهر نوفمبر



Lesson 6

» Scientists and archaeologists can solve problems by collecting, analyzing, and graphing data.

» Sources of collecting data:

① Books "digital or printed"

② Surveys

③ Experiments "at labs" سلسلة كتب الاستاذ

④ Records

» Analyzing data:

- It includes reviewing and interpreting the collected data.
- The best way to interpret a lot of data is to look for trends (recurring patterns) in the information.
- Microsoft Excel is one of the best programs to analyze data.

» Graphing data:

- A common graph is a bar (column) graph.

Lesson 1

» People can communicate through:

① Instant messages

② Emails

③ Direct messages

④ Forums

» **Personal information:** It includes your name, address, school name, and date of birth.

» Be kind with others.

- » Never share any personal information unless you ask your teacher or a family member first.
- » Don't click on links that you are unsure of.
- » If you view an **inappropriate site**:
 - 1 Leave the site.
 - 2 Tell your teacher or a family member.
- » Check the website and the link before you download a file. It may have a **virus** that damages your device or tracks your information.
- » If you are not sure of the website and link, don't download the file.
- » Check your **privacy settings** on social media sites.



Lesson 2

- » When you **tag** someone, you identify that person in the post.
- » Make sure you respect the people you tag by asking your friends first if they agree to be tagged before you post.
- » It is important to **credit the sources** of the information you share.
- » **Banned sites** may publish **inaccurate**, **immoral**, and **harmful material**.
 - 1 Don't go on banned sites.
 - 2 Ask your teacher or a family member before you go on a new site.
- » **The positive effect of ICT:** Information can be accessed easily.
- » **The negative effects of ICT:**
 - 1 You may come across something online that upsets you.
 - 2 **Eye strain** and **headaches**.
 - 3 Some search results don't always give the right answer.

1 Choose the correct answer:

- 1 Before you show your results on charts, you should
a. share them online with others b. analyze them
c. remove them d. delete them
- 2 If you view an inappropriate site, what should you do?
a. Stop using technology. b. Keep the site open.
c. Open the site again. d. Leave the site.
- 3 Spending too much time using technology causes
a. permanent activity b. positive results
c. eye strain d. privacy
- 4 Viruses can
a. damage your file b. damage the mouse
c. connect to the Internet d. help your files
- 5 Accessing information with just a click of the mouse is from the
of using ICT tools. سلسلة كتب الأستاذ
a. positives b. negatives c. dangers d. none of them
- 6 Before posting any information on social media, ask yourself: ?
a. Do you harm anyone b. Is this post kind
c. Is this content good d. All of them
- 7 The best way to collect information is getting it from
a. Facebook b. books c. WhatsApp d. trends
- 8 Saving a file from the Internet to your computer is called
a. sharing b. downloading c. uploading d. blocking
- 9 Banned websites may contain content.
a. inaccurate b. unethical c. harmful d. all of them

- 10 If a video file was sent by an unknown person on your social media account, you must
 - a. download the file to watch it
 - b. tell your parents and don't open the file
 - c. tell your friends
 - d. open the file first, then tell your parents
- 11 The best way to interpret a lot of data is to look for
 - a. records
 - b. surveys
 - c. trends
 - d. interviews
- 12 sites may publish inaccurate and harmful material.
 - a. Scientific
 - b. Trusted
 - c. Banned
 - d. Educational
- 13 The first step of solving any problem is the data.
 - a. graphing
 - b. collecting
 - c. analyzing
 - d. reviewing
- 14 Before downloading any file, always check the is trusted.
 - a. file size
 - b. website
 - c. speed
 - d. file name
- 15 Which of the following programs do you prefer to create a graph?
 - a. PowerPoint
 - b. Paint
 - c. Word
 - d. Excel
- 16 If someone sent you a friend request on a social networking site, you must
 - a. close the device
 - b. delete the friend request
 - c. check their identity
 - d. steal their data
- 17 A negative consequence of using ICT tools is
 - a. getting eye strain
 - b. headaches
 - c. both a and b
 - d. sharing data
- 18 After analyzing the data, you can it.
 - a. collect
 - b. share
 - c. graph
 - d. send
- 19 is the feature used to mention one of your friends on social media sites.
 - a. Liking
 - b. Sending
 - c. Tagging
 - d. Data theft
- 20 Be careful when downloading a file because viruses can
 - a. protect your information
 - b. track your information
 - c. clean your computer
 - d. improve your device speed

2 Put (✓) or (X):

- 1 Surveys are considered the most common source of collecting data. ()
- 2 Use what you learned to stay safe and happy while online; that means learning is power. ()
- 3 You should use ICT tools wisely and ethically. ()
- 4 It is preferred to graph the data collected about a problem before analyzing it. ()
- 5 Computers and smartphones are used to communicate via the Internet. ()
- 6 When you tag someone, they can see your post. ()
- 7 You should not respect the law while using the Internet. ()
- 8 Paint is one of the useful ICT tools for analyzing and graphing data. ()
- 9 You should share your address and school name on social media. ()
- 10 You can share information about your friends on social media sites without their permission. ()
- 11 All people online are kind and trustworthy. ()
- 12 You can share a video that may cause you or your friends embarrassment and harm. ()
- 13 You must make sure that the collected information about a phenomenon or a problem is trusted. ()
- 14 You can mention a friend on social media sites using the tag. ()
- 15 Graphs are a good way to display and compare results. ()
- 16 Viruses track your information. ()
- 17 Your personal information should be public for all users to see and save. ()
- 18 It's not important to credit a source that provides you with information. ()

- 19 One of the negative effects of using ICT is communication with friends. ()
- 20 One common graph is the pie graph. ()
- 21 Banned sites may publish accurate, immoral, and harmful material. ()
- 22 Collecting data is the last step in problem solving. ()
- 23 It is not necessary to know the identity of the person you are having a conversation with over the Internet. ()
- 24 Uploading a file means that you can save it on your device. ()
- 25 Over usage of technology devices may cause eye strain and headaches. ()

سلسلة كتب الأستاذ

الأستاذ

سلسلة كتب الأستاذ



Answers

1	1 b	2 d	3 c	4 a	2	1 ✓	2 ✓	3 ✓	4 ✗
	5 a	6 d	7 b	8 b		5 ✓	6 ✓	7 ✗	8 ✗
	9 d	10 b	11 c	12 c		9 ✗	10 ✗	11 ✗	12 ✗
	13 b	14 b	15 d	16 c		13 ✓	14 ✓	15 ✓	16 ✓
	17 c	18 c	19 c	20 b		17 ✗	18 ✗	19 ✗	20 ✗
						21 ✗	22 ✗	23 ✗	24 ✗
						25 ✓			

سلسلة كتب الأستاذ

الأستاذ

سلسلة كتب الأستاذ



Exercises

on Lesson

6

1 Choose the correct answer:

- 1 The first step of solving any problem is the data.
a. graphing b. collecting c. analyzing d. reviewing
(حدائق أكتوبر 2025) (المنوفية - شبين الكوم 2025)
- 2 You can collect data from a variety of sources, such as
a. social media b. records
c. blogs d. none of them (الإسكندرية - المنتزه أول 2025)
- 3 Inside a science lab, we do a lot of to collect data.
a. surveys b. interviews c. experiments d. graphing
- 4 Before you show your results on charts, you should
a. share them online with others b. analyze them
c. remove them d. delete them
(الإسكندرية - المنتزه ثان 2025) (القاهرة - عين شمس 2024) (كفر الشيخ - بلطيم 2024) (أسيوط 2023)
- 5 When collecting data, be sure to use sources.
a. unreliable b. reliable c. fake d. unknown
(الإسكندرية - المنتزه أول 2025)
- 6  are trusted sources that you can collect information from.
a. Surveys, interviews, and experiments
b. Social media websites
c. Entertainment videos
d. News interviews
- 7 The best way to collect information is getting it from
a. Facebook b. books c. WhatsApp d. trends
- 8 The best way to interpret a lot of data is to look for
a. records b. surveys c. trends d. interviews
- 9 You can collect data from
a. surveys b. cameras c. screens d. printers
(الإسكندرية - إدارة شرق 2023)

- 10 is the best software that can be used to analyze data.
 a. Google Chrome b. Excel c. PowerPoint d. Word
- 11  Which of the following programs do you prefer to create a graph?
 a. PowerPoint b. Paint c. Word d. Excel
- 12 You can use whether they are printed or digital to collect data.
 (الجيزة - إدارة جنوب 2023)
 a. books b. interviews c. experiments d. none of them
- 13 are trusted sources for collecting data. (البحيرة - دمنهور 2025)
 a. Books b. Social media sites
 c. Hackers d. Unknown emails
- 14 After analyzing the data, you can it. (الإسكندرية - إدارة العجمي 2025)
 a. collect b. share c. graph d. send

2

Put (✓) or (X):

- 1 Scientists can solve problems by collecting, analyzing, and graphing data. ()
- 2 You can collect data from many different sources. ()
 (الإسكندرية - المنتزه ثان 2025) (الدقهلية 2024)
- 3  Surveys are considered the most common source of collecting data. ()
- 4  Paint program is one of the useful ICT tools for analyzing and graphing data. ()
- 5  It is preferred to graph the data collected about a problem before analyzing it. ()
- 6 Sources of data collection include records and reports. ()

(الإسكندرية - الجمرك 2024)

- 7 The best way to interpret a lot of data is to look for recurring patterns. ()
- 8 There are two types of books: printed and digital. (القليوبية 2025) ()
- 9 Word is the program that is used to graph data on computers. ()
- (الجيزة - إدارة جنوب 2023)
- 10  You must make sure that the collected information about a phenomenon or a problem is trusted. (الفردقة 2025) ()
- 11 Graphs are a good way to display and compare results. ()
- (الدقهلية - طليغا 2023)

3 Complete the following sentences using the words between the brackets:

(bar - Excel - trends - Analyzing - data collection)

- 1 is one of the programs used for representing data graphically.
- 2 During, you must ensure that the data is trusted.
- 3 data is very important before drawing a chart.
- 4 The best way to interpret a lot of data is to look for
- 5 You can use graphs to compare the populations of two cities.



on Lesson

1

- (الجيزة - حدائق أكتوبر 2025) (بندر دمنهور 2024)

- 10 If your friend sent you a file and you want to save it on your device, you should the file. (الإسكندرية - المنتزه ثان 2025) (القاهرة - عين شمس 2024)
a. download b. block c. scan d. delete
- 11  If one of your friends sends you a scary and weird image, you should
a. send that image to your friends
b. tell your parents to help you
c. copy the image on your device
d. send a thank you message to the sender
- 12 Your includes your name, address, and your date of birth.
a. personal data b. link
c. download d. spam (الإسكندرية - المنتزه أول 2025)
- 13 You shouldn't communicate with on social media sites.
a. your school friend b. a friend of yours
c. an unknown person who wants to share your information
d. data theft (الإسكندرية - المنتزه ثان 2025)
- 14 Be careful when downloading a file because viruses can
a. protect your information b. track your information
c. clean your computer d. improve your device speed
- 15 Saving a file from the Internet to your computer is called
a. share b. download c. upload d. block (الإسكندرية - إدارة شرق 2023)
- 16 Before downloading any file, always check the is trusted.
a. file size b. website c. speed d. file name (الإسكندرية - المنتزه أول 2025)
- 17 Viruses can
a. damage your file b. damage the mouse
c. connect to the Internet d. help your files
- 18  If a video file was sent by an unknown person on your social media account, you must
a. download the file to watch it
b. tell your parents and don't open the file
c. tell your friends
d. open the file first, then tell your parents (الإسكندرية - إدارة شرق 2025)

- 19 If you get a message from a stranger and it tells you to download a file to watch a funny video, what should you do?
- a. Download the video to watch later. b. Delete the message.
c. Ignore the message. d. Both b and c

2 Put (✓) or (X):

- 1 One of the dangers of the Internet is that others can use your personal data. (الإسكندرية - المنتزه ثانٍ 2025) (أسيوط 2023) ()
- 2 Always be kind and honest when communicating with others. ()
- 3 It's necessary to know the identity of the person you're communicating with online. (الإسكندرية - إدارة وسط 2025) ()
- 4  Computers and smartphones are used to communicate via the Internet. ()
- 5 It is safe to click on links that you are unsure of. ()
- 6 You cannot see a video after downloading it without the Internet. ()
- 7 You must check the privacy settings in the social networking sites. ()
(الجيزة - بولاق الدكرور 2024)
- 8 You will be safe online if you share your personal data. (القليوبية 2025) ()
- 9 People can use instant messages and emails to communicate. (البحيرة - دمنهور 2025) ()
- 10 You should not share your address and school name on social media. ()
- 11 Online forums are one way to communicate on the Internet. ()
- 12 Downloading an image on your device means placing a copy of it on the Internet. (البحيرة - أبو حمص 2024) ()
- 13 Your school name is considered personal information. ()
- 14 If you are unsure about a link, you should not click it. ()
- 15 All people online are kind and trustworthy. ()

- 16 The risks of downloading files to your computer include the possibility that these files may contain viruses. (الإسكندرية - المنتزه أول 2024) ()
- 17 You can download files on your device without the Internet. (الإسكندرية - المنتزه ثانٍ 2025) ()
- 18  Your personal information should be public for all users to see and save. (المنوفية - شين الكوم 2025) ()
- 19 Viruses are useful software for your computer. (المنوفية - شين الكوم 2025) (الغردقة 2025) (الإسكندرية - إدارة وسط 2025) ()
- 20  It is not necessary to know the identity of the person you are having a conversation with over the Internet. (البحيرة - دمنهور 2025) ()

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Personal information	a. allow you to communicate online.
2 Instant messages	b. track your information.
3 Viruses	c. may include your address or your name.

1 2 3

4 Complete the following sentences using the words between the brackets:

(privacy settings - download - instant messages - personal data)

- 1 When you a file, you save it to your device.
- 2 Check your on social media sites such as Facebook and Insagram.
- 3 Your name and address are considered (الغربية - طنطا 2025)
- 4 You can use to communicate with your friends.



Exercises on Lesson 2

1 Choose the correct answer:

- 1 is the feature used to mention one of your friends on social media sites. (سوهاج 2025) (الغردقة 2025)
a. Liking b. Sending c. Tagging d. Data theft
- 2 When you tag someone, this means you that person in the post. (المنوفية - السادات 2023) (الدقهلية - طلخا 2023)
a. block b. identify c. ignore d. none of them
- 3 ICT tools have and negative effects. (القاهرة - عين شمس 2024)
a. download b. positive c. normal d. none of them
- 4 sites may publish inaccurate and harmful material. (الإسماعيلية 2025) (الجيزة - إدارة جنوب 2023)
a. Scientific b. Trusted c. Banned d. Educational
- 5 One of the advantages of using ICT tools in our lives is
a. privacy b. easy access to information
c. respecting the law d. none of them (أسيوط 2024)
- 6 You should ask your friends for permission before tagging them in a post to respect their
a. piracy b. privacy c. identity d. none of them
- 7 is one of the most important things to consider when sharing information. (الإسكندرية - المنزه أول 2025)
a. Plagiarism b. Crediting the source c. Tagging d. None of them
- 8 A negative consequence of using ICT tools is
a. getting eye strain b. headache
c. both a and b d. sharing data (المنوفية - أشين الكوم 2025)
- 9 Spending a lot of time using technology can cause
a. happiness b. headaches c. activity d. health

(الإسماعيلية - 2025) (الجيزة - حدائق أكتوبر 2025)

- 10 lets others know where the information you are sharing came from.
 a. Asking for permission b. Searching
 c. Crediting the sources d. Piracy
- 11 Accessing information with just a click of the mouse is from the
 of using ICT tools.
 a. positives b. negatives
 c. dangers d. none of them (القاهرة - بدر 2024)
- 12 One of the positive effects of ICT tools is
 a. getting eye strain b. seeing something that upsets you
 c. downloading videos or photos d. all of them (القاهرة - الشروق 2023)
- 13 Spending too much time using technology causes
 a. permanent activity b. positive results
 c. eye strain d. privacy (الإسكندرية - المنتزه أول - 2025)
- 14 One of the advantages of ICT tools is
 a. data theft b. helping people with disabilities
 c. overuse of electronic devices d. none of them
 (الإسكندرية - المنتزه ثاني 2025) (الدقهلية 2024)
- 15 One of the positive effects of the Internet is
 a. accessing information quickly b. data theft
 c. identifying theft d. both b and c (المنوفية - السادات 2023)
- 16 Banned websites may contain content.
 a. inaccurate b. unethical
 c. harmful d. all of them
- 17 Sara went to her friend's birthday party and took a lot of photos. What should she do?
 a. Share all photos on Facebook.
 b. Tag all her friends in a post.
 c. Get permission from her friends to share the photos.
 d. Delete the photos.
- 18 Before posting any information on social media, ask your self:
 a. Do you harm anyone b. Is this post kind
 c. Is this content good d. All of them (الفيوم 2023)

2 Put (✓) or (X):

- 1  You should use ICT tools wisely and ethically. (حدائق أكتوبر 2025) ()
- 2 When you tag someone, they can see your post.. (القليوبية 2025) ()
- 3 Communicating with friends is one of the negative effects of ICT tools. (الشرقية - العاشر من رمضان 2024) ()
- 4  You can share information about your friends on social media sites without their permission. ()
- 5 It's not important to credit a source that provides you with information. (القليوبية 2025) ()
- 6 You should respect the law while using the Internet. (الإسكندرية - العجوي 2025) (الجيزة - حدائق أكتوبر 2024) ()
- 7 Before you post something, ask yourself: Is this post kind to others? ()
- 8  Overusage of technology devices may cause eye strain and headaches. ()
- 9 You should go on banned sites. ()
- 10 One of the negative consequences of ICT tools is that you may come across something online that upsets you. (الدقهلية - منية النصر 2023) ()
- 11 One of the negative effects of using ICT is communication with friends. (الإسكندرية - العجوي 2025) (الإسكندرية - المنتزه أول 2025) ()
- 12 Headaches and eye strain are considered positive effects of ICT tools. (قنا 2024) ()
- 13 Using ICT tools for too long can keep you active and social. ()
- 14 You must get the permission of someone who you want to tag. (الإسكندرية - العجوي 2024) ()

15 Banned sites may publish accurate, moral, and useful material.

(الإسكندرية-المنتره أول 2025) ()

16 All answers to any questions on Google are correct and accurate.

()

17  You can mention a friend on social media sites using the tag.

(الإسكندرية-وسط 2025) ()

18 One of the positive effects of information and communication technology is downloading videos on your computer.

(المنوفية-شبين الكوم 2025) ()

19 One of the negative effects of using ICT tools is easy access to information.

(البحيرة-دمهور 2025) ()

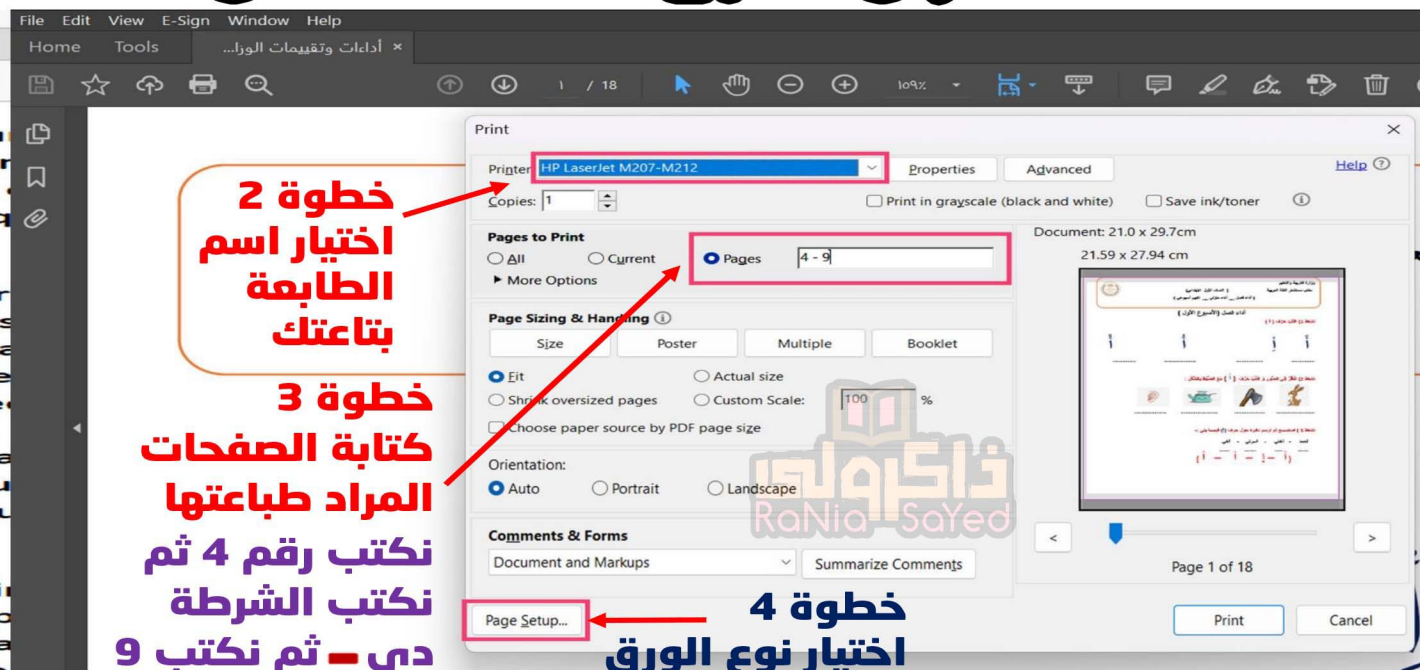
3 Classify these situations into positive or negative effects of ICT tools:

Situation	Positive	Negative
1 Adam tags his friend in an old image without his permission.		
2 Lara asks her friend to tag her in a picture before she posts it online.		
3 Sarah shares valuable information without crediting the source.		
4 Ahmed works on his computer all day without taking any rest.		
5 Eyad presents information via PowerPoint, along with its sources.		
6 Lina asks her teacher first before she goes on a new website.		

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



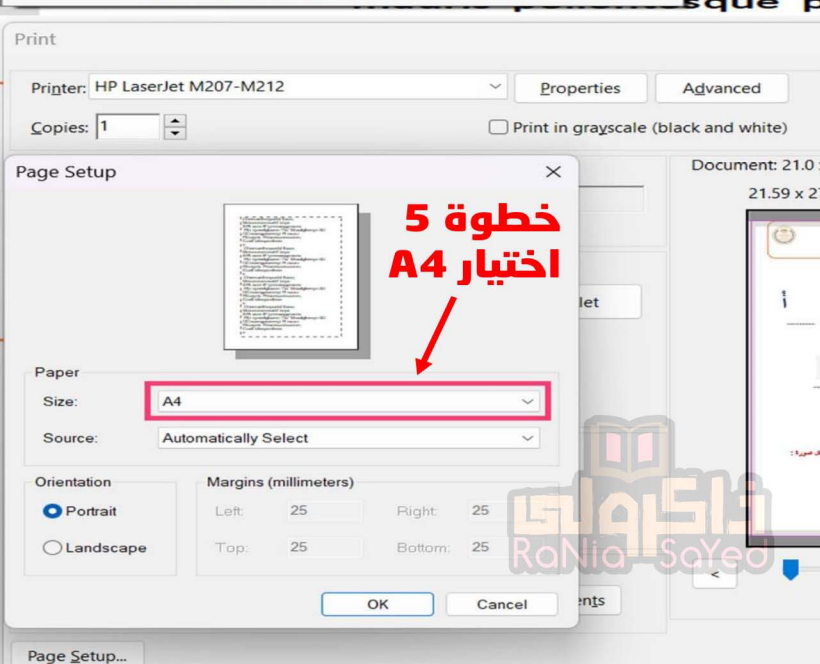
خطوة 1



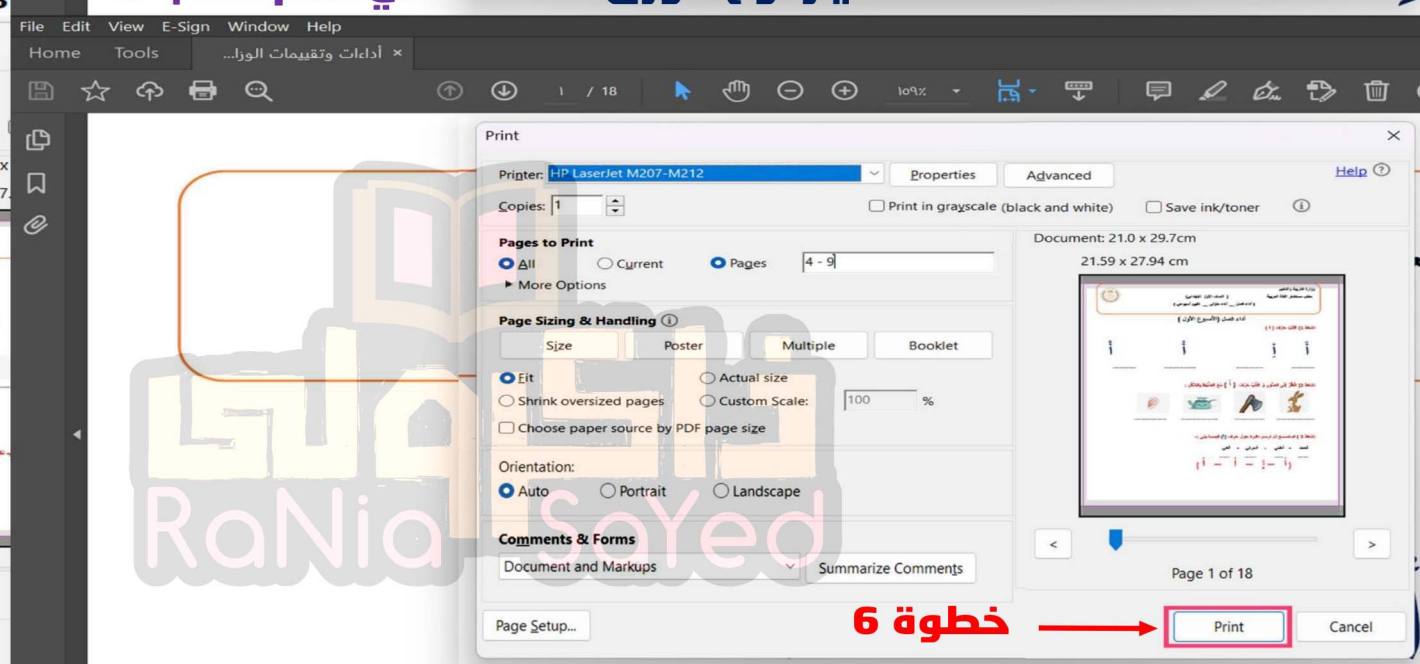
خطوة 2
اختيار اسم
الطابعة
بتاعتك

خطوة 3
كتابة الصفحات
المراد طباعتها
نكتب رقم 4 ثم
نكتب الشرطة
دي - ثم نكتب 9

خطوة 4
اختيار نوع الورق



خطوة 5
اختيار A4



خطوة 6

حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

اختبار شهر نوفمبر



Lesson 6 (collection, analyzing and graphing data)

How can digital tools help you organize information?

كيف تساعدك الأدوات التكنولوجية من تنظيم معلوماتك ؟

Scientists and archaeologists can solve problems by (collecting - analyzing - graphing) data

لابد من القيام بثلاث عمليات وهى (جمع - تحليل - عرض) البيانات

Collecting :

You can collect data from some sources such as:

- Books and articles (digital or print)
- Records or reports
- surveys and experiments



Make sure that the information you are collecting is **accurate** and from **reliable** sources

جمع البيانات :

يتم جمع البيانات من خلال العديد من المصادر مثل :

- الكتب و المقالات (الرقمية أو الورقية)
- السجلات أو التقارير
- استطلاع الرأي و التجارب

تأكد من أن المعلومات التى تقوم بجمعها موثوقة ومن مصادر أمانة



Analyze:

- 1-You must **review** your findings
- 2-You must **interpret** what those findings mean.
- 3-You may have a lot of data, so look for **trends** in the information

تحليل البيانات :

عندما تقوم بتحليل البيانات التى جمعتها

- قم بمراجعة تلك البيانات
- قم بتفسير تلك البيانات

- قد يكون لديك الكثير من البيانات لا ابحث عن الأنماط المتكررة فى المعلومات

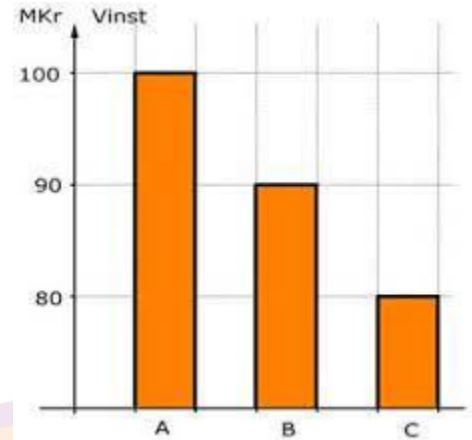


Graph:

Once you have **analyzed** the information you have collected , you are ready to **graph** the information.

عرض البيانات :

بعد مرحلة جمع وتحليل البيانات يتم عرضها في شكل رسم بياني لتسهيل قراءتها



(A common graph is a **bar graph**) we **present** and **compare** the information. You can draw it on paper or on a computer using Excel

الرسم البياني : بعد جمع البيانات وتحليلها نقوم بالتعبير عنها بواسطة (الرسم البياني العمودي) ونقوم بعرض المعلومات والمقارنة بينها ومن الممكن رسمه على ورق أو على الكمبيوتر من خلال برنامج الجداول الحسابية Excel

A bar Graph (the most used):

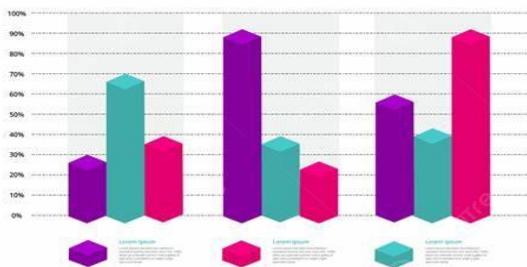
It is easy to read the data

explains a large amount of information clearly

It clearly compares different categories of information

مزايا الرسم البياني العمودي (الأكثر استخداما وانتشارا) :

- يسهل من قراءة البيانات
- يلخص ويفسر كم كبير من المعلومات بصورة واضحة
- يسهل عملية المقارنة بين البيانات



Exercises**1 Choose the correct answer:**

1- The first step of solving any problem is..... the data.

- a. graphing
- b. collecting
- C. analyzing

2- Scientists and archaeologists can..... to solve problems.

- a. search
- b. write
- c. read

3- Inside a science lab, we do a lot of..... with our teacher to collect data.

- a. surveys
- b. interviews
- c. experiments

4- The students can do..... inside the class to collect data about their favorite technology

- a. surveys
- b. interviews
- c. experiments

5- You can use..... whether they are printed or digital to collect Data.

- a. surveys
- b. books
- C. interviews

6- The best way to collect information is getting it from

- a. Facebook
- b. surveys
- c. WhatsApp



7-The best way to interpret a lot of data is to look for.....

- a. records
- b. surveys
- c. trends

8-.....is the best software that can be used to analyze data

- a. MS Word
- b. MS Excel
- C. MS PowerPoint

9- When you analyze the data you've collected, you review your.....

- b. information
- c. findings
- a. data

10- Once you have analyzed the information you have collected, you're ready to graph the

- a. data
- b. information
- c. findings

11- Before you show your results on charts, you should.....

- a. share it online with others
- b. analyze them
- C. remove them

12-.....graph is the most common graph to present information.

- a. Bar
- b. Pie
- C. Line

2 Put (✓) or (X):

1- When preparing a research, you must ensure that the information you have collected is correct. ()

2- Surveys and experiments are the most important sources of data collection. .()



- 3- To reach accurate search results, you must use social media sites. ()
- 4- You can follow the steps of collecting, analyzing, and expressing data in graphs to create a survey for your classmates about their favorite sports. ()
- 5- You can't make graphs on paper, but you can create them with Excel only. ()
- 6- Software applications are used to collect the data and are not used to analyze and express them into a graph. ()
- 7- The data is analyzed in order to organize it in a graph. ()

3 Complete the following sentences:

- 1- Scientists and archaeologists can solve problems by,
.....and data.
- 2- You can collect data from some sources, such as and
- 3- Always make sure that the information you are collecting is
and from Sources
- 4- We can do in a science lab to collect reliable data.
- 5- During analyzing the you collected, you must review your
You may have a lot of data, so look for in the information
- 6-graph is the most common graph that compare and
- 7- You can draw a chart after data on a or using program.

4 Complete the following sentences with the suitable words between brackets:

(Excel - paper - Analyzing - Bar - data collection)

- 1-graph is the most common graph to compare different information
- 2-is one of the most popular applications for designing graphs.
- 3- You can draw graphs on a
- 4- During you must ensure that the information is accurate.
- odata is very important before drawing a chart.



Lesson1(Online dangers and how to be safe)

Unsafe Websites:

They are sites to steal your personal data and information

(Your name - your email - your password - your address...)

- Be careful when clicking on links, and don't click on links that you are unsafe of

المواقع الإلكترونية غير الآمنة:

وهي المواقع التي تهدف إلى سرقة بياناتك الشخصية ومعلوماتك أو بهدف انتحال الشخصية مثل اسمك - بريدك الإلكتروني - كلمة المرور - عنوانك يجب علينا عدم الضغط على الروابط التي لا نعرف محتواها

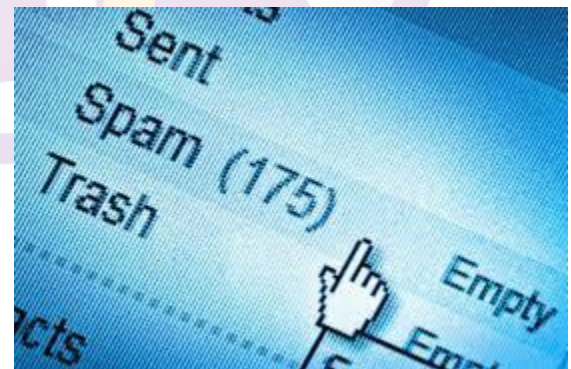


spam:

mail includes unwanted messages to advertise products or gather more information from you. The messages may include viruses, unfamiliar address, unknown Links or messages in ALL CAPITAL LETTERS might be spam

الرسائل المزعجة:

وهي الرسائل غير المرغوب فيها والتي تهدف للإعلان عن منتج ما أو للحصول على معلومات منك وتصلك من عنوان بريد الكتروني غير معروف وقد تحتوي على فيروسات أو مواد غير آمنة وروابط غير معروفة وتكتب بحروف كبيرة .



What are the safety measures that must be followed while using the Internet?

Be sure you know who you are chatting with.

block anyone who is unkind to cannot see your posts or contact you



Do not click on links that you do not know their content, if you clicked leave the site immediately and tell your teacher or a member of your family for help

Leave any site that contains unethical or unsafe

Do not share your personal data or information with anyone (photos - videos - your account data and password)

Think carefully before downloading files from the Internet because file have viruses

ماهى إجراءات الأمان التي يجب اتباعها أثناء استخدام الأنترنت ؟

- التأكد من هوية الشخص الذى تجرى معه محادثة عبر الإنترنت
- حجب (block) أي شخص غير لطيف ويتعامل بصورة سيئة حتى لا يتمكن هذا الشخص من رؤية منشوراتك أو التواصل معك
- عدم الضغط على الروابط التي لاتعرف محتواها وفى حالة الضغط بالفعل غادر الموقع فوراً وأخبر معلمك أو أحد أفراد أسرته للمساعدة
- مغادرة أي موقع يحتوى على مشاهد غير أخلاقية أو غير آمنة
- لا تشارك أحد ببياناتك الشخصية أو معلوماتك الخاصة (الصور - الفيديو - بيانات حسابك وكلمة المرور)
- فكر جيداً قبل تنزيل الملفات من الأنترنت خوفاً من وجود فيروس

Virus : damage your computer or track your information .



الفيروس : برنامج قد يدمر جهازك أو يتتبع معلوماتك الشخصية

Downloading files:

When you are using the internet you might want to download a file so you can look at it later, without being connected to the internet



تنزيل الملفات download :

وهو تحميل ملف من الإنترنت إلى جهاز الكمبيوتر الخاص بك لفتحه دون الحاجة لتصفح الإنترنت مرة أخرى



Exercises**1 Choose the correct answer:**

1-Online communication requires all the following devices, except.....

- a. computers
- b. TV
- c. tablets

2-People may use..... to communicate together.

- a. spam messages
- b. instant messages
- c. personal information

3- If someone makes you feel unsafe, you can..... that person.

- a. advise
- b. avoid
- c. block

4- Your..... includes your name, address and your date of birth.

- a. spam message
- b. personal information
- c. instant message

5- If an email includes..... this message might be spam or include viruses

- a. familiar address
- b. capital letters
- c. known links

6- Messages calling for unreal advertisements in your email are

- a. spam messages
- b. personal information
- c. downloaded files

7- If a friend sends you a strange picture that scares you, what should you do?

- a. Copy the picture to your computer.



b. Tell your parents about this picture.

c. Send the picture to all your friends.

8- If you accidentally view an inappropriate site, what should you do?

a. Stop using technology.

c. Leave the site and tell your parents.

b. Keep the site opened

9-If you get a message from a stranger on your social media account that includes a video to watch, what should you do?

a. Download the video to watch later.

b. Delete and ignore the message.

c. Send him a friend request.

10- Your friend sent you a message on a social networking site, you must.....

a. close the device

b. delete the message

c. check his identity

2 Put (✓)or (X):

1-When someone is blocked, they can see your posts. ()

2-It's no harm to get your friend's information without his permission. ()

3- Clicking on an unknown link may download viruses to your device. ()

4-Blocking is considered one of the ways to communicate with your colleagues or friends on the internet. ()

5-If you receive an unknown message in all capital letters, it might be a spam. ()

6- You must keep your personal data private to avoid viruses or spam messages. ()

7- You can download files on your device without internet service. ()

8- You can look at any file you have downloaded before without the need for the internet. ()



3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Spam messages	a. allow you to communicate online.
2 Personal information	b. prevents this person from seeing your posts.
3 Instant messages	c. may include unwanted advertisement.
4 Blocking someone	d. may include your address or your name.

4 Complete the following sentences using the word in brackets:

(block - download - instant messages - personal information - spam)

1- An email from an unknown address that includes advertisements is likely to be.....

2- When you..... a file, you save it to your device.

3- If you..... someone, they will no longer be able to contact you or view your account.

4- Think carefully before you share your address or other online

5-You can use..... to communicate with friends.



Lesson 2 (Using ICT Tools in a healthy and ethical way)

Tag : when you tag someone, you **identity** that person in a post, photo or video .



وهى الإشارة إلى شخص وبالتالي تحديد هويته فى صورة أو منشور ويمكن لأى شخص الدخول إلى ملفه الشخصي

- Make sure to ask for their permission first.
- The tag provides a **link** to the person's profile.
- Anyone who has **access** to your account can see it.
- It's important to **credit a source** of information
- **Respect the law** when you are posting online or searching
- **Don't go on banned sites** (may publish inaccurate and harmful material)

- يجب أخذ موافقة الشخص قبل الإشارة إليه فى منشوراتك
- يجب أن تحرص على أن تكون المنشورات لائقة ولا تضر بأحد
- يجب عليك عند استخدامك لمعلومات لاتخصك (أن تذكر مصدر المعلومات) وتخبر الآخرين بأن هذه المعلومات خاصة بشخص آخر وملك له
- يجب أن تستشير معلمك أو أحد أفراد أسرتك قبل الدخول لموقع جديد
- يجب عليك احترام القانون



Positive and negative effects of ICT tools

Negatives	Positives
-You can get eye strain or headaches or became lazy from using your devices too long -Google is one of the most reliable sites for information (it does not always give correct information) -rely on some websites that may provide unreliable information	-You can read the news with just a click of the mouse. -Communicate with my friends and family members anytime and anywhere -Upload and download photos, videos and files to your PC -Helping people of determination

الأثار الإيجابية والسلبية لأدوات تكنولوجيا المعلومات والاتصالات

السلبيات	الإيجابيات
• قضاء الكثير من الوقت في استخدام التكنولوجيا يؤدي إلى الإرهاق والكسل واجهاد العين والصداع. • موقع جوجل من أكثر المواقع التي نعتمد عليها في الحصول على المعلومات (لايعطى دائما معلومات صحيحة) • الاعتماد على بعض المواقع التي قد تقدم معلومات غير موثوقة	• إمكانية الإطلاع على الأخبار بضغطه واحدة من خلال فأرة التحكم mouse • التواصل مع أصدقائي وأفراد أسرتي في أي وقت وأى مكان • تحميل وتنزيل الصور والفيديوهات والملفات على جهازك الشخصي • مساعدة الأشخاص ذوي الهمم



Exercises**1 Choose the correct answer:**

1-When you tag someone, the tag provides a.....to the person's profile

- a. request
- b. link
- c. message

2-Samira went to her friend's birthday party and took a lot of photos

What should she do?

- a. Share all photos on Facebook.
- b. Tag all her friends in a post.
- c. Get permission from her friends to share.

3.....is a software which you can use to create presentations.

- a. MS Word
- b. PowerPoint
- C. Windows

4- One of the ethical behaviors in using ICT tools is to a source.

- a. credit
- b. ignore
- C.edit

5-sites may publish inaccurate and harmful material.

- a. Scientific
- b.Trusted
- c. Banned

6-One of the ethical behaviors in using ICT tools is you can get

- a. headache
- b. updated news
- C. wrong answers



7- Spending a lot of time using technology makes you feel

- a. happy
- b. lazy
- c. active

2 Put (✓) or (X):

- 1- When a friend is tagged in your post, no one can see his account. ()
- 2- You must respect the privacy of people and ask them before posting. ()
- 3- Banned sites provide valuable scientific information. ()
- 4- You can communicate with friends and family anywhere. ()
- 5- Without the internet, you cannot see a video after downloading it. ()
- 6- All answers for any questions on Google™ are right and accurate. ()
- 7- You can get eye strain or headaches from using your devices for too long. ()
- 8- Before you post something, ask yourself: Is this post kind to others? ()

3 Classify these situations into positive or negative effects of ICT tools:

situations	Positive	Negative
1 Adam tags his friend in an old image without his permission		
2 Lara asks her friend to tag her in a picture before she posts it online.		
3 Sarah shares a valuable information without crediting the source.		
4 Ahmed works on his computer all day without any rest.		
5 Maged presents information via PowerPoint with its sources.		
6 Lina asks her teacher first before she goes on a new website		



حمل الآن

مجاناً وحصرياً

المراجعة رقم (3)

اختبار شهر نوفمبر





Collecting, Analyzing, and Representing Data in Graphs

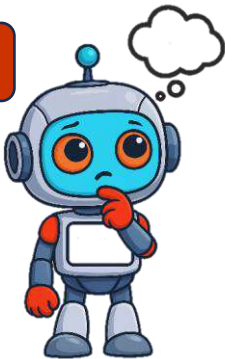


Theme 1

- Scientists in all types of sciences collect data.



Where does data come from?



Books

Records

Experiments

Questionnaires

Note

No matter the source, data must be from a reliable source.

Analyzing Data?

- Means reviewing results and interpreting their meaning.



Representing Data?

- "Data can be represented graphically and expressed through many programs"

Example

- Spreadsheet program (Excel).

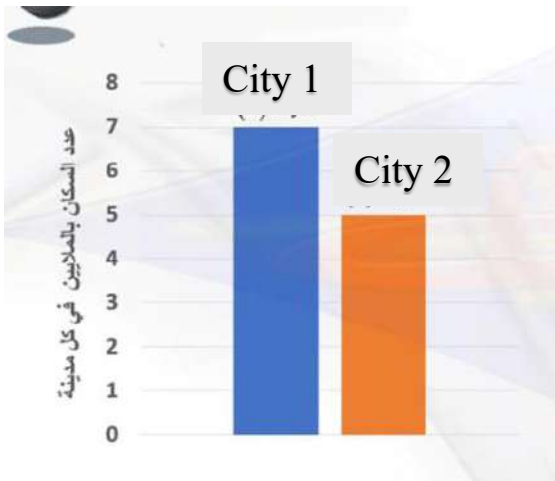


Benefits of Excel

- ✓ Helps understand the collected data.
- ✓ Displays data in a clear and concise way.

Example

Let's assume you wanted to **compare** the population of two cities:
You can use a **bar chart** to easily show the difference between them.





Lesson Exercises

6

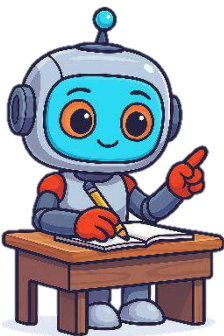
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (✗) in front of the incorrect statement:

- 1. The accuracy of information collected about any phenomenon or problem must be verified. ()
- 2. The Paint program is a useful digital tool for analyzing and representing data. ()
- 3. Magazines, books, and articles are reliable sources for collecting data. ()

Q2: Choose the correct answer from the following options:

- 1. Using graphs is preferred in
 - a. Collecting data
 - b. Displaying data
 - c. Deleting data
- 2. If you want to collect information from a reliable source, you use:
 - a. Personal opinions
 - b. Records and reports
 - c. Social media sites
- 3. Which of the following programs is best for graphically representing data?
 - a. Presentation program PowerPoint
 - b. Paint program
 - c. Word data processing program
 - d. Excel spreadsheet program





Protection from Internet Risks



Theme 2

Ways to Communicate via the Internet



- You can use computers, phones, or tablets to communicate.

Communication via the Internet

Instant Text Messaging

Forums for communication



Email

Direct Messages

Remember

Be careful. Some people communicate online to be unkind or to steal your personal information, such as: your address, your name, and your school's name.

Therefore, you must protect your data by:

- Blocking the person.
- Ignoring annoying Spam messages which pose a risk



Note

Therefore, be careful with others, and do not share any personal data until you ask your teacher or a family member whether you should or not.

Beware of Links



- Do not click on suspicious or untrustworthy links.
- If you enter an unsafe or inappropriate site, don't worry:
 - Leave the site immediately.
 - Tell your teacher or a family member.
- Check privacy settings, and make sure only your friends and family can see your information.
- Think carefully before posting anything (photos/videos):
 - Is it appropriate?
 - Could it cause embarrassment or harm to you or others?

Downloading Files



Think carefully before downloading any file. Some files may contain viruses that lead to:

Tracking your information

Damaging the device

Note

Check the site before downloading any file. Is it a trusted site? If you are not sure, you should not download files from it.

Learning is power. Use what you have learned to stay safe and happy while you are online.





1

Lesson Exercises

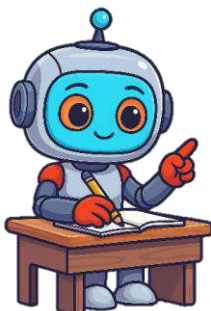
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. Computers and smartphones are used to communicate via the internet. ()
2. You should make your personal data available for all users to see and keep. ()
3. Text messages and electronic messages through forums are used to communicate with friends. ()
4. It is important to know the identity of the person you are chatting with via the internet ()
5. The **download** allows you to block unwanted people on social media sites. ()

Q2: Choose the correct answer from the following options:

1. **A video file was sent to you by someone you don't know on your account on one of the social media sites, so you should**
 - a. Download the file to watch it
 - b. Tell your guardian and do not open the file
 - c. Tell all your classmates
 - d. Open the file then tell your guardian
2. **..... is considered personal information:**
 - a. Pseudonym
 - b. Video clip
 - c. Favorite color
 - d. Address
3. **Messages containing unsafe invitations to your email are**
 - a. Downloading files
 - b. Annoying messages (Spam)
 - c. Personal data
 - d. Social communication
4. **Clicking on unknown links may lead to**
 - a. The presence of important information
 - b. Nothing
 - c. Downloading viruses to your device
 - d. Shutting down the device





Healthy and Ethically Use of Information Technology Tools



Theme 2

Let's discover together how to use Information and Communication Technology (ICT) tools in a healthy and ethical way.

First

When you tag something online, think if you are respecting the people you are tagging.



- When you tag someone, you identify them in a post, picture, or video, and anyone with access to your account can see it.
- So ask your friends first if they agree to be tagged before you post.

Second

Make sure you attribute information to its sources.

Whether you are searching for information to share or to present in a presentation (PowerPoint), it is important for others to know where you got this information from.

Third

Respect the Law



Do not enter blocked sites. These sites may contain inaccurate, unethical, or harmful content, so consult your teacher or a family member before entering any new site.

Positive and Negative Effects of ICT Tools



السلبات

- Facing annoying things online.
- Exposure to eye strain or headache due to excessive use of devices.
- Search results on Google may not always be correct or accurate.

Positives

- ✓ Easy access to required information and downloading videos with a click of a button.

Remember some tips

Use ICT tools wisely and ethically.



Know when to take a break, stay active and social. Be responsible.



2

Lesson Exercises

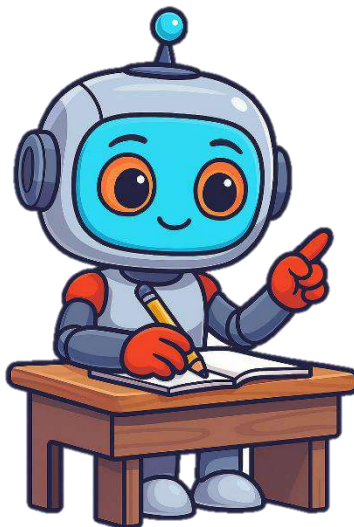
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement

1. You can tag your friend on social media sites by using the **tag** feature. ()
2. It is not necessary to mention the source of information when publishing it on social media sites. ()
3. Excessive use of electronic devices may cause eye strain and headaches. ()
4. You can publish information about your friends on social media sites without their permission. ()
5. When publishing information on the internet, the source of the information must be mentioned. ()

Q2: Choose the correct answer from the following options:

1. "From the negative effects of using ICT tools"
 - a. Getting information easily
 - b. Keeping up with the latest news and developments
 - c. Eye strain and headaches
 - d. Communicating with friends anywhere and anytime
2. **A feature used to make a reference to a person in a post, picture, or video is**
 - a. Gat
 - b. Share
 - c. Post
 - d. Tag



حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

اختبار شهر نوفمبر



Question 1: Choose the correct answer.

1- Before you show your results on charts, you should.....

- a) share it online with others b) analyze them c) remove them

2- You can collect data from many sources like

- a) keyboard b) GPS C) Books d) both a&c

3- When you analyze the information you have collected, youyour findings

- a) Review b) research c) collect

4- the most common graph to present information

- a) Bar graph b) Pie graph c) Line graph

5-..... is the best software used to analyze data

- a) MS word b) MS Excel c) MS PowerPoint

6- Inside the science lab, we do a lot of with our teacher to collect data

- a) Surveys b) Books c) experiments

7- The CD is considered from the sources

- a) Digital b) Printed

8- include your name, address, and date of birth

- a) Personal data b) spam c) download

9- Your friend sent you a file and you want to save it on your device, you should

- a) Download the file b) Block c) Scanner



10- you should not communicate with on social media sites

a) your school friend information b) friend of you c) unknown person

11- if an email includes, this message might be spam or include viruses

a) Familiar address b) Capital letters c) Known links

12-one of the ethical behaviors in using ICT tools is

a) Headache b) Credit the source c) Wrong answers

13- Sites may publish, immoral, inaccurate, and harmful materials

a) Scientific b) Trusted C) Banned

14- it is possible that there are viruses on your device if you.....

a) Click on unknown links

b) Browse the EKB

c) Read books

d) Send an email

15- people may use to communicate together

a) Spam messages

b) Instant messages

c) Personal information

d) Fake messages

16- spending too much time using technology causes.....

a) Eye strain

b) Permanent activity

c) Positive results

d) Privacy



17- Before posting any information on social media, ask yourself.....?

- a) Do you harm anyone
- b) Is its content good
- c) Is this post kind
- d) All of them

18- when you tag someone, this means you that person in the post

- a) Block
- b) identify
- c) ignore
- d) none of them

Question 2: Put (✓) or (X):

- 1- A graph is a good way to display and compare results ()
- 2- Books and magazines are sources of data collection. ()
- 3- We analyze data in order to organize it in a graph ()
- 4- You can collect data from many different sources. ()
- 5- When someone is blocked, they can see your posts ()
- 6- You must ask permission of someone who you want to tag ()
- 7- If you receive unknown messages that are in all capital letters, it might be spam ()
- 8- Block is considered one of the ways to communicate with your colleagues or friends on the internet ()
- 9- People may use instant messaging, email, direct messages, and messages forums to communicate ()
- 10- Headache and eye strain are two of the positive effects of ICT ()
- 11- One of the advantages of ICT is that you can upload and download files ()
- 12- From negative consequences of ICT tools are that you may across something online upset you ()



- 13- One of the negative effects of ICT tools is communicate with friends all over the world ()
- 14- Always respect the law when using the internet ()

Question 3: Complete

1- (eye fatigue- mentioning the owner information- Personal data)

- 1- Spending a lot of time using technology causes
- 2- is one from the most important things to consider when sharing information
- 3- Your name, address and date of birth are considered



Model Answers

Question 1: Choose the correct answer

1- Before you show your results on charts, you should.....

- a) share it online with others b) **analyze them** c) remove them

2- You can collect data from many sources like

- a) keyboard b) GPS c) **Books** d) both a&c

3- When you analyze the information, you have collected, youyour findings

- a) **Review** b) research c) collect

4- the most common graph to present information

- a) **Bar graph** b) Pie graph c) Line graph

5-..... is the best software used to analyze data

- a) MS word b) **MS Excel** c) MS PowerPoint

6- Inside the science lab, we do a lot of with our teacher to collect data

- a) Surveys b) Books c) **experiments**

7- The CD is considered from the sources

- a) **Digital** b) Printed

8- include your name, address, and date of birth

- a) **Personal data** b) spam c) download

9- Your friend sent you a file and you want to save it on your device, you should



- a) Download the file b) Block c) Scanner

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- a) Headache b) Credit the source c) Wrong answers

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- a) Scientific b) Trusted C) Banned

14- it is possible that there are viruses on your device if you.....

- a) Click on unknown links

- b) Browse the EKB
c) Read books
d) Send an email

15- people may use to communicate together

- a) Spam messages
b) Instant messages
c) Personal information
d) Fake messages

16- spending too much time using technology causes.....

- a) Eye strain
b) Permanent activity
c) Positive results
d) Privacy



17- Before posting any information on social media, ask yourself.....?

- a) Do you harm anyone
- b) Is its content good
- c) Is this post kind
- d) All of them

18- when you tag someone, this means you that person in the post

- a) Block
- b) identify
- c) ignore
- d) none of them

Question 2: Put (✓) or (X):

- 1- A graph is a good way to display and compare results (T)
- 2- Books and magazines are sources of data collection. (T)
- 3- We analyze data in order to organize it in a graph (T)
- 4- You can collect data from many different sources. (T)
- 5- When someone is blocked, they can see your posts (F)
- 6- You must ask permission of someone who you want to tag (T)
- 7- If you receive unknown messages that are in all capital letters, it might be spam (T)
- 8- Block is considered one of the ways to communicate with your colleagues or friends on the internet (F)
- 9- People may use instant messaging, email, direct messages, and messages forums to communicate (T)
- 10- Headache and eye strain are two of the positive effects of ICT (F)
- 11- One of the advantages of ICT is that you can upload and download files (T)
- 12- From negative consequences of ICT tools are that you may across something online upset you (T)



13- One of the negative effects of ICT tools is communication with friends all over the world (F)

14- Always respect the law when using the internet (T)

Question 3: Complete

1- (eye fatigue- mentioning the owner- Personal data)

1- Spending a lot of time using technology causes **eye fatigue**

2-**mentioning the owner** is one from the most important things to consider when sharing information.

3- Your name, address and date of birth are considered **Personal data**.



حمل الآن

مجاناً وحصرياً

اختبارات

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□ **Model 1**

◆ **Put True (✓) or False (x) :**

1. Collecting data means getting information from different sources. ()
2. Excel is used only for drawing pictures. ()
3. Antivirus software helps protect your computer. ()
4. You should share your personal information with strangers online. ()
5. Tagging friends without asking them is not polite. ()
6. Reliable websites are safe and trusted. ()
7. The plus sign (+) includes words in search results. ()
8. Graphs make data easier to understand. ()

◆ **Choose the correct answer :**



1. After collecting data, we can analyze it using _____.
a) Paint b) Excel c) Camera d) Games
2. To protect your computer, use _____.
a) Antivirus b) Music app c) Games d) Calculator
3. When you tag someone online, you should _____.
a) Ask first b) Ignore them c) Post quickly d) Delete it
4. Reliable sources are _____.
a) Trusted b) Unknown c) Random d) Unsafe
5. The minus sign (–) in searching is used to _____.
a) Add words b) Exclude words c) Repeat words d) Mix words
6. Column charts are used to _____.
a) Compare values b) Write text c) Store files d) Record videos
7. If a website looks unsafe, you should _____.
a) Leave immediately b) Share it c) Save it d) Play on it



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□ **Model 2**

◆ **Put True (✓) or False (x) :**

1. Data can be collected from books, interviews, or observation. ()
2. Excel helps organize and analyze information. ()
3. You can click any link without checking it. ()
4. Blocking bad users keeps you safe online. ()
5. Giving credit to sources is part of digital ethics. ()
6. Too much screen time can harm your eyes. ()
7. Adding “+” before a word means it will appear in results. ()
8. Graphs make results clearer and faster to read. ()

◆ **Choose the correct answer :**



1. Data analysis means _____.
a) Organizing data b) Ignoring data c) Erasing data d) Mixing data
2. To avoid viruses, you should install _____.
a) Antivirus software b) Games c) Music player d) Paint
3. If someone sends you spam, you should _____.
a) Ignore it b) Share it c) Reply to it d) Like it
4. When you share content, make sure it's from a _____ source.
a) Trusted b) Unknown c) Fake d) Random
5. Quotation marks “ ” help find _____.
a) Exact phrases b) Random words c) Long lists d) Pictures
6. Column charts are helpful for _____.
a) Comparing data b) Writing letters c) Making games d) Hiding facts
7. If a site looks strange, you should _____.
a) Tell an adult b) Stay on it c) Post it d) Save it



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□ **Model 3**

◆ **Put True (✓) or False (x) :**

1. Excel is used to perform calculations and create charts. ()
2. Data collection is done after analysis. ()
3. You should check websites before downloading files. ()
4. Sharing pictures without permission is wrong. ()
5. Adding (–) removes a word from search results. ()
6. Using ICT responsibly shows good ethics. ()
7. Graphs help display data clearly. ()
8. If a browser warns you, stop visiting that site. ()

◆ **Choose the correct answer :**

1. Data can be collected through _____.
a) Observation b) Guessing c) Ignoring d) Sleeping
2. After collecting data, it is analyzed using _____.
a) Excel b) Paint c) Word d) Camera
3. If you get an unknown link, you should _____.
a) Avoid it b) Click it c) Save it d) Share it
4. Ethical use of ICT means _____.
a) Being respectful and honest b) Copying others
c) Sharing fake news d) Hiding facts
5. Adding “+” before a word means _____.
a) Include the word b) Delete it c) Ignore it d) Repeat it
6. Column charts are useful to _____.
a) Compare values b) Play music c) Edit photos d) Make slides
7. Spending long time on devices can cause _____.
a) Eye strain b) Relaxation c) Happiness d) Better vision



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□ **Model 4**

◆ **Put True (✓) or False (x) :**

1. You can collect data using surveys or interviews. ()
2. Excel helps make charts and graphs. ()
3. Clicking unknown links is safe. ()
4. Antivirus software protects from harmful files. ()
5. Always ask before tagging others online. ()
6. Reliable websites are safer to use. ()
7. "+" adds a word to your search results. ()
8. Graphs help in comparing numbers easily. ()

◆ **Choose the correct answer :**

1. Collecting data means _____.
a) Getting information b) Deleting data c) Ignoring details d) Playing games
2. The program used for analyzing data is _____.
a) Excel b) Paint c) Camera d) Movie Maker
3. If you find a harmful user, use the _____ button.
a) Block b) Send c) Copy d) Paste
4. Giving credit to sources shows _____.
a) Honesty b) Laziness c) Rudeness d) Ignorance
4. The minus sign (–) is used to _____.
a) Exclude a word b) Include a word c) Copy text d) Delete files
5. Quotation marks “ ” are used to search for _____.
a) Exact phrases b) Random results c) Ads d) Songs
6. If a website is unsafe, _____.
a) Leave it b) Save it c) Post it d) Ignore warnings



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□ **Model 5**

◆ **Put True (✓) or False (x) :**

1. Data collection means getting information from different sources. ()
2. Excel is useful for creating graphs and tables. ()
3. Antivirus keeps your computer safe. ()
4. It's okay to tag friends without asking them. ()
5. Reliable sites are safe for research. ()
6. The plus sign (+) includes a word in searches. ()
7. The minus sign (–) excludes words. ()
8. Too much screen time can cause eye problems. ()

◆ **Choose the correct answer :**



1. Data can be collected by _____.
a) Surveys and observation b) Ignoring facts c) Sleeping d) Games
2. To analyze data, you can use _____.
a) Excel b) Camera c) Word d) Music app
3. The program that protects your device is _____.
a) Antivirus b) PowerPoint c) Game d) Video app
4. Ethical ICT use means _____.
a) Respect and honesty b) Copying c) Lying d) Sharing unsafe links
5. If a website is unsafe, you should _____.
a) Leave it immediately b) Share it c) Save it d) Explore more
6. To find an exact phrase, use _____.
a) Quotation marks b) Plus sign c) Minus sign d) Asterisks
7. Graphs and charts help _____.
a) Understand data easily b) Confuse users c) Hide details d) Delete numbers



كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

